

SfEP Mentoring Scheme – proofreading

The SfEP Mentoring Scheme offers supervised, practical training to members of the Society who are new to professional proofreading or copy-editing, or who feel their skills are rusty or patchy. Experienced members act as mentors by providing copies of existing or past jobs for the mentee to proofread or copy-edit, reviewing their work, giving feedback and advice, and answering any questions that arise.

Before becoming a proofreading mentee, you are normally expected to have successfully completed two basic training courses: the SfEP's **Proofreading 1: Introduction** (or the PTC's **Basic proofreading**) and **Proofreading 2: Progress**. No other courses are normally accepted.

Please use this form only if you are offering other training in lieu of the above and have gained the training director's approval in writing. Please send a copy of that approval with this form.

Please either scan and email your completed form to training_enquiries@sfep.org.uk or print it off and post it to SfEP Mentoring, Apsley House, 176 Upper Richmond Road, Putney, London, SW15 2SH. There is a waiting list and it may sometimes be several weeks before a mentor becomes available. For enquiries, contact training@sfep.org.uk or telephone the office on 020 8785 6155.

For each proofreading mentee, the Society pays for 16 hours of the mentor's time. The cost to the mentee is £199.00 including VAT. Any mentor and mentee can make private arrangements to continue training beyond that. Successful mentees gain up to 10 points towards upgrading their membership.



Application to be a mentee – proofreading

Name: Gender (please circle one): M F

Address:

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Phone: day evening mobile

Email:

Other contact details:

Please name your training provider(s) and course(s) *start date* *completion date*

I have completed basic editorial training as follows

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I have completed other editorial training as follows

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Other details.....

Please list here your specialist subjects/interests and anything else relevant (background/career)

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*To complete your booking, you must accept the terms and conditions, which means you accept that **any material you work on will always remain confidential.***

I confirm I have read and agree to the [terms and conditions](#) on the mentoring web pages.

(signed) (date)

Member No. to date (for office use only)

see next page for payment details

